

Lee County Planning Board

DEADLINES & MEETING DATES

The following 2020 information is for Lee County, North Carolina.

Dates & times may change due to holidays and other conflicts. Please verify with staff the specific meeting dates and times prior to including this information within your project schedule.

Staff contact: Amy J. McNeill, Zoning Administrator at (919) 718-4656, ext. 5397 or amy.mcneill@sanfordnc.net

GENERAL INFORMATION: The Lee County Planning Board (LCPB) is a recommending board that reviews certain requests regarding land use and makes a recommendation to either approve a request or deny a request, with or without conditions. The request is then presented to the Lee County Board of Commissioners by staff at the next available meeting, with a vote and final decision to either approve a request or deny a request, with or without conditions, made by the Lee County of Commissioners. All requests for zoning map amendments (rezoning), major subdivision preliminary plat approvals or UDO text amendments require an in-office consultation with staff prior to the submittal of the application so that staff may explain the process and requirements. Please schedule an appointment with staff at a date that will allow an ample amount of time to complete the application and acquire the appropriate attachments prior to the submittal deadline. Also, if a Public Information Meeting, a TRC review, and/or other meetings are required as part of the process, the meeting(s) will need to be held and the appropriate revisions made to the application, site plan, subdivision plat, text amendment submittal, etc. prior to the request being placed on a Planning Board agenda.

APPLICATION / FEES / SUBMITTAL INFORMATION:

- **REZONING-STANDARD:** Request to rezone to a general use zoning district requires submittal of a completed Zoning Map Amendment (Rezoning) Application and all required attachments and/or supplemental information, and the \$500.00 fee.
- **REZONING-CONDITIONAL:** Request to rezone to a site plan specific conditional zoning district requires submittal of a completed Zoning Map Amendment (Rezoning) Application, a Supplemental Application for Conditional Zoning District, all required attachments and/or supplemental information, and the \$750.00 fee.
- **MAJOR SUBDIVISION PRELIMINARY PLAT:** Request for major subdivision preliminary plat approval requires submittal of a completed Major Subdivision Preliminary Plat Application and all required attachments and/or supplemental information. No fee.
- **UDO TEXT AMENDMENT:** Request for an UDO text amendment requires submittal of an Application for a Zoning Text Amendment and all required attachments and/or supplemental information, and the \$300.00 fee.

PAYMENT: The payment may be in the form of cash, credit card or check made payable to the City of Sanford

SUBMITTAL INFORMATION: All submittals must be complete when provided to staff. This includes a completed application signed by the appropriate parties, all required attachments and/or supplemental information and the fee. In addition to a completed application, all rezoning requests will require a Lee County tax map of the subject property, the latest recorded deed, any/all other attachments & supporting documentation. Major subdivision preliminary plats require a completed application and multiple copies of the preliminary plat.

Incomplete submittals will not be accepted/processed.

DEADLINE DATE / TIME / PLACE: The first day of each month at 12:00 pm (noon) delivered to the Sanford/Lee County Zoning & Design Review Dept. on the first floor of the historic Buggy Company Building at 115 Chatham Street. All submittals must be delivered to an actual Planner, either via mail or in person, and cannot be dropped off with a general staff person at the front/back desk. No late or incomplete submittals will be accepted. Please pose any questions regarding the submittal requirements with staff prior to the deadline in order to avoid an incomplete submittal.

*Typically, the 1st day of the month;
may change due to conflicts/holidays*

DEADLINE at 12pm(noon)

2019-12-01 Wednesday
2019-12-31 Tuesday
2020-01-31 Friday
2020-02-28 Friday
2020-04-01 Wednesday
2020-05-01 Friday
2020-06-01 Monday
2020-07-01 Wednesday
2020-07-31 Friday
2020-09-01 Tuesday
2020-10-01 Thursday
2019-10-30 Friday
2020-12-01 Tuesday

3rd Monday of the month

**LCPB & Lee Co. Commissioners
PUBLIC HEARING at 6pm**

2020-01-21 Tuesday
2020-02-17 Monday
2020-03-16 Monday
2020-04-20 Monday
2020-05-18 Monday
2020-06-15 Monday
2020-07-20 Monday
2020-08-17 Monday
2020-09-21 Monday
2020-10-19 Monday
2020-11-16 Monday
2020-12-21 Monday
2021-01-18 Monday

1st Monday of the month

**Lee Co. Commissioners
VOTE at 6pm**

2020-02-03 Monday
2020-03-02 Monday
2020-04-06 Monday
2020-05-04 Monday
2020-06-01 Monday
2020-07-06 Monday
2020-08-03 Monday
2020-09-07 Monday
2020-10-05 Monday
2020-11-02 Monday
2020-12-07 Monday
2021-01-04 Monday
2021-02-01 Monday

MEETING DATE / TIME / PLACE: The 3rd Monday of each month at 6:00pm at the Gordon Wicker Room of the Lee County Government Center located at 106 Hillcrest Drive, Sanford, NC 27330. Please note that if a public hearing is required, the Planning Board meeting will begin with the public hearing being held in the Commissioner's Chambers with the Lee County Commissioners in attendance and will then relocate to the Gordon Wicker Conference Room (same building, room down the hall) to continue once all of the public hearings for the night are finished.

MEETING ATTENDANCE: The applicant and/or the applicant's legal representative should be in attendance at the Planning Board meeting. If you have questions regarding who may legally represent the property owner or the applicant, please contact staff prior to the meeting date so that we may verify with the Lee County Attorney that the appropriate parties will be in attendance at the meeting.

LEGAL REFERENCES: When completing the application, please reference the appropriate sections of the Sanford/Broadway/Lee County Unified Development Ordinance (UDO), which is available on the City of Sanford website (www.sanfordnc.net) under Government, City Ordinances & Codes, Unified Development Ordinance.

PB CHECKLIST:

- ☐ Completed application signed by the appropriate parties. Each application has information for the required attachments and/or supplemental information.
- ☐ 12 paper copies of all supporting documentation and/or attachments, for example the site plan and/or civil set for the conditional rezoning request or a major subdivision preliminary plat. This information will be distributed to the board and staff as part of the review/approval process, so it is critical that it be accurate and to-scale.
- ☐ A digital copy (pdf or jpeg) of the site plan &/or civil set OR major subdivision preliminary plat and all supporting documentation. You may email the digital copy to staff, but be aware that we cannot download zipped files.
- ☐ Payment of fee in the form of cash, credit card or check made payable to the City of Sanford.

NOTE: Staff will gladly review all of the information contained within your PB submittal package for completeness & accuracy prior to the deadline. If you submit incomplete or inaccurate information, the submittal will not be processed or placed on the PB agenda. You will need to revise the information and submit prior to the next deadline (it will set you back a month).